

END-POINT ASSESSMENT (EPA)

THE TRAINING
PROVIDER'S JOURNEY

g gateway
qualifications



I. ON-PROGRAMME

- The employer and apprentice enter an apprenticeship agreement for the duration of the apprenticeship.
- A provider is chosen by the employer to deliver teaching and learning support for the apprentice.
- An EPA Agreement is formed between the provider and Gateway Qualifications.
- The provider registers the apprentice on EPA Pro.

Tips

- Support the apprentice and the employer throughout the journey by ensuring they have access to the Gateway Qualifications EPA Support Pack. These are accessible to you via the EPA Pro platform.
- Provide high quality teaching and learning provision, and regularly monitor apprentice's progress against EPA plan requirements.
- Complete mock assessments with the apprentice to ensure they are familiar with the EPA process.

NOTE: All apprentices must complete a minimum of 12 months on-programme learning before taking the EPA.

3. EPA PLANNING MEETING

- The allocated Independent End-point Assessor/ Gateway Qualifications representative invites the apprentice and employer to a virtual EPA Planning Meeting.
- Mutually agreeable dates, locations and times for assessment activities are confirmed by all parties.
- Information, support, and guidance regarding the EPA process and assessment activities are reiterated to the apprentice and the employer.

NOTE: All assessment activities must be completed within the assessment window.

5. RESULT NOTIFICATIONS

- The Independent End-point Assessor compiles all assessment evidence and documentation post-assessment.
- Gateway Qualifications' internal team quality assures the assessment decisions.

Tips

- Result notification will be shared with you no later than 10 working days from the last assessment.
- The assessment results are available to be viewed on EPA Pro.
- The apprentice has the right to appeal. Information on the appeal process can be found on the Gateway Qualifications website.

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2. EPA GATEWAY

- A meeting between the employer, provider and apprentice takes place to confirm that the EPA Gateway requirements have been met and the apprentice is ready to complete the EPA.
- It is the employer's decision to put an apprentice forward for EPA.
- Gateway Qualifications will review the evidence submitted by the provider, and once accepted, the apprentice enters the EPA.

Tips

- Engage the apprentice and employer in the EPA Gateway Meeting to ensure all parties confidently agree that the apprentice is ready to complete the EPA.
- Ensure all documentation is completed, signed by all relevant parties, and that all other assessment plan requirements are met (e.g. portfolio of evidence), before submitting it onto the EPA Pro platform.
- Submit reasonable adjustments and special considerations application form, if applicable.

4. EPA ASSESSMENT ACTIVITIES

- Assessments take place in accordance with the scheduled dates.
- Each assessment plan documents the number of assessments and explains their requirements.
- Assessments are generally conducted remotely, with the exception of mandatory face-to-face ones (e.g. observation).

6. CERTIFICATION

- Gateway Qualifications applies to the Apprenticeship Service (Education and Skills Funding Agency) for the apprenticeship certificate on behalf of the apprentice.
- The apprentice's certificate is sent to the employer's postal address.



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